Capital Village PCS
Board of Directors’ Meeting
Minutes
July 30, 2020 7:00 - 9:30 pm

The originally scheduled meeting date of July 28 was postponed.

Mission Statement: The mission of Capital Village Public Charter School is to prepare all students, regardless of background or circumstance, to reach their full potential in college, career, and life in order to become agents of change in their communities.

I. Call to Order – at 7 p.m. by Chairman, Chris Purdy

II. Approve Agenda – Motion was made and seconded to approve the agenda as presented.

III. Quick Opener (Monica) - Team Building Moment: One super daring thing I’ve done...

IV. Chris Purdy reviewed June’s Minutes and the board voted unanimously to approve

V. Monica Green, Executive Director, provided updates:

A. Full Charter Approval
   1. Thanks for letters of support

B. Hiring 2 Ops Associates, and a Fitness Coach

C. 48 enrolled, 2 partially enrolled, a few pending apps // New goal: 60 by Aug 31

D. Amended Bylaws signed

E. Will need some contract approvals by resolution - will send next week

F. Dates -
   1. Staff first day: Aug 10
   2. Staff Pre-service: Aug 10 - 28
   3. Committee Meetings: Aug 18
   4. Open House Cookout: Aug 22
   5. First Day of School: Aug 31
   6. Retreat: Sat., Sept. 26 or Oct 3

VI. The board discussed the opening plan and three attendance options for families.
A. **Messaging to Families**

B. **3 Attendance Options**

VII. **Committees Work Time and Updates on Current Projects**

A. **Finance Committee:**
   1. Next Steps from Training (Gaps)
   2. Proposed Next Projects:
      a) Select Auditor - Recommended options
         (1) Kendall Prebola and Jones
         (2) Jones Maresca & McQuade
         (3) PKF O'Connor Davies
      b) Procurement & Accounting SOP
   3. Financial Presentation Prep

B. **Development Committee:**
   1. Next Steps from Training (Gaps)
   2. Small Immediate Fundraising Need: Outdoor Classroom & Playspace
   3. *2020-2021 Focus: What should our development focus be this year?*

C. **School Performance:**
   1. Next Steps from Training (Gaps)
   2. Review of School-wide Goals
   3. Goals from Charter / PMF Goals
   4. What do we need to see on a dashboard to monitor these goals and others?
   5. Monica's Proposed Next Project: Working with Shereen to create dashboard
   6. Who wants to be in charge?

D. **Governance Committee**
   1. Intros
   2. Next Steps from Training (Gaps)
   3. Proposed Next Project:
      a) Board Manual Review (What's missing?)
      b) Parent Board Member recruitment
VIII. Budget Presentation, lead by Finance Committee  
   A. Matt Hare presented budget to the board  
   B. Chris Purdy facilitated vote  
   C. Budget approved unanimously  
IX. Next Steps Reviewed  
   A. Volunteers for upcoming events will sign up by next Friday  
   B. Committee Meeting Dates next week  
X. Motion to adjourn meeting made and approved